How to Create a Household Account:

Go to **[the new A-B Community Ed. Registration Website](#)**

Accounts must be created by a primary adult family member and only one account per household is permitted. The email address associated with the account should be an email address that you check frequently.

First you create a household account and then you can add individual family members (adults and children) to it. **Family members can be added either at the time the account is created, or when you want to register someone for a class.**
◦ Click the 'Create an Account' button to begin the process as outlined below.
◦ Complete the 'Account Creation' fields: Log In Information, Account Information and Primary Contact Information. (Individual family members will be added after you set up the family account.)
◦ Select the email preferences for the account: As the primary contact for the family, you cannot unsubscribe from receiving receipts and other important alerts. If you choose to opt-out of receiving General Info emails sent from the Community Pass database, you may still sign up for and receive periodic emails about upcoming classes that we send via Constant Contact.
◦ Click on 'Create' at the bottom of the page.
◦ You will be taken to the CommunityPass Privacy Statement page. After reading the statement, click 'Accept' and then click 'Finish'.
◦ Save your log in and password for future use.

After Creating Your Household Account:
Add all additional family members who will be taking classes (adults and children) to your account. The new system will recognize ages and grades when processing registrations with age/grade requirements; it is important that each family member who might attend a program is listed.

◦ After you log in to your account, click the 'View Account' tile on the far right under the 'Useful Links' bar.
◦ Click the 'Add Adult' or 'Add Child' buttons as needed to add all family members to the account.
◦ When adding a child to the account, please select the child's grade for the **CURRENT** school year. (The system will automatically roll over the grades on July 1 for the following school year).